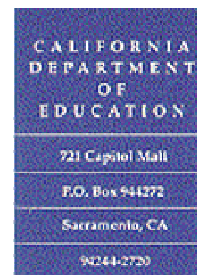




DELAINE EASTIN
State Intendent of Public Instruction



February 23, 2002

Eloise Thompson, Director of Special Education
Manhattan Beach Unified School District
1230 Rosecrans, Suite 400
Manhattan Beach, CA 90266

RE: Special Education Self Review: PROCEDURAL ELEMENTS

Dear Eloise,

California Department of Education (CDE), Special Education Division (SED), is in receipt of your special education self-review. SED expresses its appreciation for your district's monitoring and supervision as evidenced through your undertaking of the self-review. This self-review requires a district to conduct a comprehensive compliance review of their special education programs and services that is accurate, reliable, and valid. As part of SED's requirement for supervision and monitoring of the Individuals with Disabilities Education Act, SED conducts a thorough evaluation of your CCR SR on three (3) levels. These include:

1. **Required Contents:** CDE ensures that all required components have been submitted.
2. **Procedural Elements:** CDE ensures that the self-review includes all procedural elements (includes information on procedural elements such as completeness, appropriate sampling, identification of student and systemic findings of noncompliance).
3. **Evaluation of Findings and Corrective Actions:** CDE ensures that information provided in the self review contains findings and corrective actions with appropriate evidence and due dates demonstrating correction (student level and systemic level).

CDE has conducted the **second level** of evaluation of your district's special education self-review submitted to CDE last school year. The purpose of this correspondence is to inform you that there are questions and/or concerns regarding information on the **procedural elements** of your self- review. Please note the boxes marked ☒ for needed information or clarification.

Please note that CDE expects the self-review process to be a valid and reliable district assessment that results in an accurate and comprehensive determination of your district's compliance with the requirements of the Individuals with Disabilities Education Act (IDEA) Part B. In addition, as part of the continuing Special Conditions placed on CDE for 2001-2002 by the U.S. Department of Education, Office of Special Education Programs (OSEP), 20 districts will be selected for federal review. Should your district be selected, your self-review data and CDE's evaluation of your district's compliance with Part B will be submitted to OSEP in June 2002.

As part of CDE's overall required monitoring and supervision of IDEA, your self-review results, in addition to other compliance and performance data, will be used in CDEs determination of focused monitoring selection and intensity of review.

10/12/2001

Please note the boxes marked ☒ for needed information and/or clarification

<input checked="" type="checkbox"/>	<u>Site Information and Certification Pages</u>
<input checked="" type="checkbox"/>	<u>Student Record Review Reports, Site Corrective Action Plan, Student Level Noncompliant Findings</u>
<input checked="" type="checkbox"/>	<u>Student Record Review Reports, Site Corrective Action Plan, Systemic Noncompliant Findings</u>
<input checked="" type="checkbox"/>	<u>Identifying Information and Certification Page (District)</u>
<input type="checkbox"/>	<u>Focus Group Flier</u>
<input type="checkbox"/>	<u>Focus Group Sign In Sheet</u>
<input type="checkbox"/>	<u>Focus Group Completed Parent Debriefing Summary</u>
<input type="checkbox"/>	<u>Focus Group Data Collection, Summary, FAPE/LRE</u>
<input type="checkbox"/>	<u>Focus Group Data Collection, Summary, Parent Participation</u>
<input type="checkbox"/>	<u>Focus Group Data Collection, Summary, Secondary Transition</u>
<input type="checkbox"/>	<u>Focus Group Data Collection, Summary, General Supervision/Student Outcomes</u>
<input checked="" type="checkbox"/>	<u>District Summary IEP Implementation and Services Data, Supplementary Aids and Services</u>
<input checked="" type="checkbox"/>	<u>District Summary IEP Implementation and Services Data, Related Services</u>
<input checked="" type="checkbox"/>	<u>District Summary IEP Implementation and Services Data, SED/Mental Health/16+ yrs</u>
<input checked="" type="checkbox"/>	<u>Student Record Review Report, District Corrective Action Plan, Student Systemic Level Noncompliant Findings</u>
<input type="checkbox"/>	<u>Student Record Review Report, District Corrective Action Plan, Systemic Level Noncompliant Findings</u>

☒

Focus Group Report, District Level Corrective Action Plan, Systemic Noncompliant Findings

☒

IEP Implementation and Service Data Report, District Corrective Action Plan, Systemic Noncompliant Findings

As noted above, please provide the requested information/clarification to the California Department of Education, Special Education Division, within 60 days of receipt of this correspondence. Information may be submitted electronically on a 3½-inch floppy disk or by e-mail. If information is sent electronically, please use Word for narrative and Excel for tables. If forms are needed or questions arise, please contact your FMTA Consultant. Information is listed below. For signed assurances, documents may be submitted by fax or by surface mail, as follows:

Matthew Hill, Consultant-FMTA – Unit 1
Special Education Division
California Department of Education
515 L Street, Suite 270
Sacramento, CA 95814

e-mail:	mhill@cde.ca.gov
fax:	(916) 445-6803
phone:	(916) 445-7336

Sincerely,

Robert Evans
Administrator, Focused Monitoring Technical Assistance Unit 1
Special Education Division

cc: File